APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date June 28, 1977 **Application Number**	Department of Natural Resources Environmental Protection Division Air Pollution Control Service 816-A Trinity-Washington Bldg. Atlanta, Ga. 30334	**Application Number** **77-222** **Date Received** JUL 1 2 1977 **Date Completed** JUL 2 0 1977

2. Person to Contact Frank Bills   **Working Title** Environmental Specialist   **Telephone Number** 6900

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest: 1976   Latest: Present

5. Records Series Title *(followed by title used in office; if different)*

AIR POLLUTION SOURCE ROUTINE COMPLAINT FILE

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The air quality control section of the Environmental Protection Division is responsible for the following functions: a. the air quality evaluation service which determines compliance with state and federal ambient air standards; identifies air pollution emergency episodes; tests emissions from industrial, municipal, and power generating sources of air pollution; and conducts industrial ambient monitoring programs; b. the permit review activity responsible for developing, issuing, and enforcing air pollution control regulations; c. the air quality laboratory which provides chemical analysis of pollution samples to determine ambient air quality and stack emissions that may be in violation of state regulations; d. the regional air quality service which provides the basic services of the air quality control section to all citizens of the state; e. the section chief's office which provides direction to the entire section and gives administrative and technical support to services necessary to implement Divisional and Departmental policies.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: investigating routine complaints about air pollution sources.

Included are: correspondence, follow-up investigation reports and other documents relating to routine or non-continuing pollution sources.

File is arranged: chronologically.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
■	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	i. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.
b. Statute of limitation _____ years.   e. Administrative need ____0____ years.
c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
These complaints concern pollution sources not regulated by State and federal air quality laws.
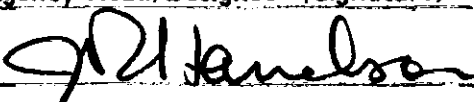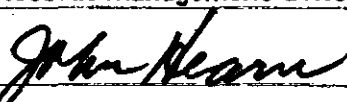
12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other __See below__ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)
Destroy when all necessary action has been completed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
~J.U. Hamilson~	6.28-77	John Hearn	6/28/77

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		7-17-77
	Secretary of State/Designee	Carroll Hart	7-13-77
	Attorney General/Designee		7-19-77

AR—50—71; Rev. 76   (Reverse Side)